



**ICEA Executive Committee
Minutes
May 10, 2006
2:00 p.m. – 4:30 p. m.
3 South Grimes**

Members Present: Cathy Ryba, Bob Bacon (by phone), Jane Borst, Jeff Lobas, Troy McCarthy

Excused Members: Lana Michelson, Barb Khal, and Barb Merrill

Staff Present: Lisa Sharp, Julie Curry, Marion Kresse, Kelly Schulte, and LauraBelle Sherman

Guest: Charlcie Carey, DHS Family Foster Care and Adoption Consultant

Handouts: Agenda, April Minutes, Foster Care Services, Year Round Services, New Member Orientation

•

DESCRIPTION	Follow up Action Required/Due Date/Person Responsible
<p>CALL TO ORDER: Cathy Ryba, Chair.</p> <p>INTRODUCTIONS: Guest-Charlcie Carey-DHS Family Foster Care and Adoption</p> <p>MINUTES: Minutes of the April 12, 2006 Executive Committee Cannot be approved – quorum not met.</p>	<p>April minutes to be approved at June meeting.</p>
<p>LEAD AGENCY UPDATE, INCLUDING LATE BREAKING NEWS: LauraBelle Sherman-Proehl</p> <ul style="list-style-type: none"> • FY 06 State Application has been approved with a correction. E-mail will be sent to OSEP regarding due process for children transitioning to Part B • June 1-2 meeting with AEA regarding IDEA improvement planning –Purposes are to have a common understanding of the data and expectations; a common vocabulary; and to develop an action plan that addresses gap analysis and the commitment and capacity of the AEA to eliminate/diminish the gap. There will be a discussion of how to share resources in the B-21 system of services. There will be teams of people from each AEA; including Regional Liaisons, Special Education Directors, and Department of Education staff. • Westat visit for a national study as scheduled August 1-4th to review FY 04-05 monitoring activities and documentation. The Council 	

<p>will not need to be involved other than to review findings from the visit.</p>	
<p>Policy Discussion: Children in Foster Care-Marion Kresse, DHS Early ACCESS Consultant</p> <p>Background: IDEA, 04 requires that the state have policies and procedures to identify eligible children who are “wards of the state.” There are between 550-600 of children below age 3 in foster care each month. Marion reviewed the first draft of proposed rule language changes to align DHS rules with changes in IDEA. If accepted by DHS, these changes will take six months to become rule. He asked for Executive Committee suggestions for any needed edits to the changes the Lead Agency are asking DHS to consider.</p> <p>Discussion covered the authority of foster parents, needed additional training of Foster Care workers, assessment procedures, parental consent, DHS case planning and what is meant by an educational assessment.</p> <p>There was a suggestion that the Executive Committee reviews the interagency agreement and makes suggestions for any additional rule changes that may be needed. The language regarding eligibility and assessment needs more clarity. It was suggested to put the eligibility changes in a separate heading under Early ACCESS.</p> <p>There was also a discussion of the broader implications. What must foster care service system do to meet the developmental needs of all children in foster care under age 3? Is there a routine process to track developmental progress of all these children under 3? Children could then be referred, if appropriate, for specific early intervention services. It was noted that all children in foster care are at high risk for developmental delays.</p> <p>What about funding/fiscal impact? What are costs going to be? Would there be additional duties for DHS workers? Specifics would come later in DHS employee’s manual. Drafting new procedures for DHS Employee Manual should be started soon. How would DHS case plan interface with IFSP—can it take the place of IFSP?</p> <p>Motion to table this discussion. Need additional input about other Rule changes—put on the agenda for next time—Cathy, Julie and Marion will discuss how to proceed. It will be important to have DHS Council representative here for the discussion.</p> <ul style="list-style-type: none"> Analyze implications of Memorandum of Agreements 	<p>Marion will do a cross comparison of the new MOA, chapter 202 of administrative rules and IDEA 2004. He will also compare DHS Case Permanency Plan with an IFSP. Julie, Marion, and Cathy R. will draft recommendations for the June 21st executive committee meeting.</p>

<ul style="list-style-type: none"> • Discuss potential of Polk County Court Team interagency pilot • Discuss fiscal and people resources to meet needs • Compare a case permanency plan with IFSP • Prepare report for executive committee 	
<p>Policy Discussion: Quality Improvement-Strategies for Monitoring Year Round Services: Discuss issues, barriers, strategies/solutions and monitoring of year round services.- Julie Curry-State Early ACCESS Coordinator</p> <p>Current status of monitoring activities</p> <ul style="list-style-type: none"> • There are some items in the annual file review each region completes to ask if services are provided year round • Family reasons constitute the acceptable reasons for change in level of service • We hear from partners that families are encouraged not to get summer services. Not enough personnel to address new referrals in summer • Hospitals know that services are limited in the summer so they refer in April. <p>Discussion:</p> <ul style="list-style-type: none"> • How can empowerment fund services or service coordination-use home visitation funds? • Look at file reviews to find what percent did not get services in the summer. Is it AEAs not having staff or is it that families don't know how to ask for summer services? • What about 9 month contracts? • Could Dann Stevens review Medicaid billings over the summer? • A parent shared that an option was offered to not have as much service in summer when his son was in Early ACCESS. <p>How do we fix this?? It is a system problem and being address by indicators across Part C & B.</p> <ul style="list-style-type: none"> • File monitoring and get more specific with the questions asked about summer services. Look at summary of service page changes or what is documented on IFSP. Utilize Parent Educator Connection • Parents need to know and understand their rights • Lets look at intake piece-if they get only a phone message/answer machine. This was brought up at the Early ACCESS Regional Liaison meeting, they were asked to review their answering machine message. It was also suggested to include the 800 COMPASS number too. 	

<ul style="list-style-type: none"> • Can Liaisons do a personal phone call to local hospitals to ensure summer referrals and services? <p>Summary: This information will be shared with the Special Education Directors and Regional Liaisons in order to identify any further problems.</p>	
<p>Kyla Alba chairs the Nomination Committee. Troy-Chair of Membership Committee reported that a slate of candidates is ready to be approved by the Council and then sent to the Governor. There is a need to address by-laws. How long are the appointments to the Executive Committee? Should it be more than one year and if you miss a certain number are you off the Executive Committee? There was a recommendation to look for someone in the Mental Health field.</p>	
<p>Planning the Agenda for the May Council Meeting- The Executive Committee discussed the intended outcomes and needed preparation for the May Council agenda. Lets set the context for understanding about how doctors approach the diagnoses of prematurity –ask to review Dan’s notes to help with the focus of this presentation and his audience. We will want to generate ideas to better work together with NICU and EA.</p> <ul style="list-style-type: none"> • Outcomes discussion- when should the referral be made? At discharge, at birth? • Who can make diagnoses of prematurity? And there should be some defined criteria such as birth weight and gestation. • How can we do this better? System building and how to move forward. 	
<p>September Council Meeting and Orientation of New Members</p> <ul style="list-style-type: none"> • The September meeting has been rescheduled from the 15th to the 22nd. <p>Discussed date, time and agenda of Orientation- Sept. 21st-in the evening. Member recommendation - leave agenda the same as last year.</p>	
<p>AGENDA FOR NEXT EXECUTIVE COMM. MEETING:</p> <ul style="list-style-type: none"> • Need to reschedule June 14th face to face to a conference call on different date. • Agenda item: Debrief from May Council meeting and identify next steps. <p>July Executive meeting will be needed-Date: July 12th</p>	
<p>The meeting was adjourned at 4:35 p.m.</p>	